



**Animal and Plant
Health Inspection
Service**

Veterinary Services

**Center for Veterinary
Biologics**

**1920 Dayton Avenue
PO Box 844
Ames, IA 50010**

(515) 337-6100

Redaction Process for Documents Posted to the CVB Procedure Manuals on the CVB Website

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Author: CRRYAN

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Notes:

Redaction Process for Documents Posted to the CVB Procedure Manuals on the CVB Website

Source Document: CVB-SOP-0023, *External Distribution of Quality Management Documents for the Center for Veterinary Biologics*; CVB-SOP-0009, *Initiating and Processing CVB Website Change Requests*

This document outlines the redaction process for documents posted to the Center for Veterinary Biologics (CVB) Procedure Manuals located on the CVB Website. This process applies to documents managed by CVB Quality Management (QM).

The QM Program Assistant creates a Mail Log item in the Licensing, Serial Release and Testing Information Service (LSRTIS) for routing for redaction.

1. Create Mail Item:

- a. Select Category: IC
- b. Establishment: NA
- c. Date Submitted: current date
- d. Date Received: current date
- e. Submission Type: Doc for Redaction
- f. Submission Subtype: QM Document, click "Add" button
- g. Brief Description: redaction requested for posting to CVB Website, [IC or PEL] Manual, document number(s), and section(s).
Note: If you are requesting that multiple documents be redacted, you can include them all in one request.
- h. Click "Create"

2. Create attachment in the Mail Log item in LSRTIS

(Upload the document(s) that are to be redacted)

- a. Select file to upload PDF of the document
- b. Type: Doc for Redaction
- c. Comments: "for redaction" or can leave blank
- d. Click on "Save and Add another Document" or "Save and Return to Item Record"

3. Move Item Forward for redactions to be applied and for approval

- a. Select "For Redaction" in the drop down menu
- b. Select the appropriate Assigned Individual from the list
 - For IC Manual documents - [REDACTED]
 - For PEL Manual documents - [REDACTED]
- c. Click on "Move Item"

4. The document is reviewed and redacted by the assigned individual who then forwards the redacted document through the LSRTIS Mail Log to the QM Program Assistant.

5. Upon receipt of the redacted document, the QM Program Assistant saves the document to the QMS Electronic Document file located on the local network drive, [REDACTED]
6. If the document has not been previously posted on the CVB Website, **CVB-FRM-0003**, *Document Publication Form*, must be completed prior to initiating a Website Change Request through the LSRTIS Mail Log. (If the document is already posted on the website, the form does not need to be completed again).
7. Following the process outlined in **CVB-SOP-0009**, *Initiating and Processing CVB Website Change Requests*, the QM Program Assistant initiates the Website Change Request for posting of the redacted document to the CVB Website.
8. After verifying the document has been posted to the CVB Website, the QM Program Assistant moves the Mail Log item forward:
 - a) Move Forward
 - b) Workflow completed – No records management
9. The hard copy of the **CVB-FRM-0003** is filed in the document's folder located in the Master Document Files. The electronic copy of **CVB-FRM-0003** is saved to the QMS Electronic Document file located on the local network drive, [REDACTED]